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Level II review 4 Dec 00 JIW

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MEMORANDUM FOR:

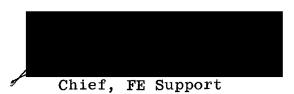
OL/Building Planning Staff

SUBJECT

Task Force Space Utilization

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- 1. Within the past four months, FE Division has established two task force elements to handle matters pertaining to the Indochina situation; i.e: Laos Task Force and Task Force. Recently these two task forces were combined into the Indochina Operations Center which occupies approximately 900 square feet of floor space.
- 2. A basic requirement relative to the physical location of the IOC was that it be adjacent to or nearby the office of the Division Chief. Space was provided through a series of moves with the ultimate result being a reduction in the square footage available for all Division personnel.
- 3. It would appear that any future space requirements for newly created Task Force groups would have to be provided in addition to that currently occupied by this Division.



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